



Folk Arts Master Class/ Workshop Grant Guidelines

DESCRIPTION

Utah's cultural heritage is strengthened when master artists or teachers share their knowledge and skills with other members of their cultural community. **Master Class/Workshop Grants** are designed to help perpetuate the traditions that are learned in group settings either through 1) on-going cultural classes or rehearsals or through 2) intensive workshops that focus on perfecting a specific repertoire or set of skills during a finite period of time. One master teacher or a team of highly skilled teachers may lead the class, rehearsal schedule, or workshop, but they must be recognized within their community as the very best artists in the field. Students may be beginners or advanced, children or adult, but the art forms must represent shared cultural traditions of both the teachers and the students. The goals of the Master Class/Workshop Grants are to provide community-wide recognition to master artists, provide financial assistance for master artists who agree to teach their traditional skills and knowledge to others in their cultural group, and to provide more opportunities for students and community members to learn about traditional folk and ethnic arts and become proficient in their practice.

Any kind of traditional or ethnic art that takes place within a community, family, or small group can qualify for a Folk Arts grant. Native American crafts, dancing, drumming and singing are examples of folk and traditional arts. So are pioneer crafts like saddle making, rawhide braiding, quilting, whittling, rugmaking and other needle crafts. Traditional kinds of music and dance are also folk arts. Ethnic arts -- arts practiced by people who have a family or community heritage from another country -- are important regardless of whether the family has been in this country for many generations or has arrived recently. If the art form is traditional and occurs within a community, it may be eligible.

FUNDING ELIGIBILITY

Who Can Apply?

Artists
501(c)(3) Organizations

Limitations/ Restrictions

- Master Class/Workshops are either 1) regularly scheduled classes that take place over several months to a year or 2) short-term intensive workshops.
- Funds can only be used to 1) pay the master artist for the time spent teaching, 2) purchase supplies, costumes, or any other costs related to the teaching process and to 3) pay for rental or rehearsal space.
- The master artist does not have to reside in Utah, but the students must be Utah residents.
- The applicant must either be 1) registered as a non-profit organization in the State of Utah with a valid employer identification number or 2) an individual or individuals applying as a master teacher(s) with valid social security number(s).

- Funding is not available to support arts forms based in historical re-creation or traditions borrowed from another culture or time.

Utah Arts Council Grant Policies

- Late applications are not accepted.
- Paper applications are not accepted
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#)
- Applicants may apply for any Utah Arts Council (UAC) grants for which eligibility requirements are met; however, applicants will only be funded for **one** UAC grant per fiscal year.

REVIEW CRITERIA

Applications will be reviewed by a panel of community representatives and Utah Arts Council board members. The panel will evaluate each application based on the following criteria:

- The art form is based in tradition and the applicant organization, or master teacher, has designed classes or workshops to teach traditional folk or ethnic art forms to students from a shared cultural community.
- The master teacher is recognized by his/her community and peers for authenticity and artistic excellence.
- A majority of the students or class members are members of the same cultural group as the master teacher and art form they are practicing.
- The project will likely be successful based on the teaching plan, schedule, budget and the applicants' dedication to the art form.
- The work samples submitted by the master teacher or organization demonstrate artistic quality.

APPLICATION PROCESS

Initial Approach

Applicants are encouraged to contact a Folk Arts staff member at 801-533-5760 to discuss your proposal and to ensure your project qualifies for funding under this grant category.

Deadline

A complete grant, with all attachments, must be submitted online by **March 31, 2010** at 5 p.m. MST.

Request Amount

\$0 minimum to \$3,000 maximum

Online Submission Process

1. In order to apply for a Utah Arts Council grant, you must be registered in the online grants system. To register, visit dccgrants.org and click on "register as new user" and fill

out all fields that pertain to you and your educational organization. PLEASE USE Proper Case, no ALL UPPER CASE, and no all lower case and avoid using any symbols like #"/.!\ etc.

2. You will receive an email that may confirm your registration and it will have a link to our online grants management system. BOOKMARK this page so you can easily find it again. SAVE the email in your Saved Messages folder. The URL is easy to remember: dccgrants.org.
3. After logging in, read the instructions regarding system requirements (for example your browser needs Flash version 10 or higher).
4. You can navigate to the Online Grants by clicking on the "Grants, RFQs Applications" menu item on the Navigation Bar
5. Highlight the grant opportunity available in the Available Opportunities section of the page, and either click the View Opportunity Details button for more information about the grant opportunity, or click the Apply for Selected Opportunity button to create the application for this opportunity.
6. Once the application has been created, double-click on the application under My Applications section, and begin entering your information. You may save and return to the application as many times as you need be before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
7. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application please call the grants administrator.
8. Contact a Folk Arts staff member if you have difficulty anywhere in this process.

Grant Funding Process

- **February – Guidelines Available**
Application guidelines are available in February 2010 on the [Division of Arts and Museums website](#).
- **February – Online Application Available**
Potential grantees can begin filling out their online grants on February 17, 2010.
- **March 31, 2010 – Final Application Due**
All applicants must submit a Final Application, using the online grants management system, by the March deadline. Acknowledgement that the application has been successfully received will be sent by email.
- **Early April – Staff Review**
Staff reviews online applications for completeness and eligibility, and may contact an applicant for clarification and additional information. Applicants will be contacted and given a due date for mailing or delivering samples of their best work for review.
- **Late April – Panel Review**
Application review panels, comprised of cultural experts, meet in April. Artistic samples from applicants are presented. Each application is reviewed and scored in accordance with panel evaluation criteria in the guidelines.

- **May – Utah Arts Council Board Approval**

Grant awards depend on the category applied to, how much funding was requested, how the applicant scored in the panel review process, and how much funding is available from the state and National Endowment for the Arts. The Utah Arts Council Board of Directors reviews funding recommendations in May for final review and approval.

- **June – Notification and Contracts**

Applicants are notified in June. A letter is sent to applicants not recommended for funding. Contracts are prepared and e-mailed to successful applicants. Both the Utah Arts Council and applicants must sign the contract before reimbursement requests can be made.

- **July – Project Timeline and Payment Schedule**

Project may not begin prior to July 1, 2010 and must be completed by May 31, 2011. Payments may be made in two installments. The first payment for 75 percent of the grant award is made when the teaching project is scheduled to begin. This payment covers the majority of the teaching fees, the purchase of supplies and materials, space rental, travel costs, and anything else involved in the teaching expenses. The final payment is made when the teaching project is complete. All grant payments must be issued by June 30, 2011.

GRANT PREPARATION

Below is a list of information and questions you will need to answer to complete your online grant submission:

- Contact information
- Congressional and Utah Legislature leaders in your area
- DUNS number
- Description of the Art form or skill to be taught
- Information on the type of class/workshop to be presented
- Description of the traditional art form, occupational skill, or tradition you practice and want to teach, including something about the history of this traditional art in your community
- Explanation of what cultural group (nationality, tribal group, heritage, occupation, etc.) developed this art form, and who practices it in Utah today
- Explanation of why is it important for this art form to be taught to more people
- Descriptions of how this art form plays a role in your local community, including whether there are public performances or presentations, if it is a focal point for community gathering, or is the art form more personal and generally reserved for family or home use
- Explanation of who will participate in addition to the students and class participants and who will ultimately benefit from the skills learned by the students
- Explanation of whether other community members are involved in activities like yours, regionally and nationally and if you are in contact with them

- Information on where will the classes/rehearsals/workshops be held and how often or when do you plan to meet
- Description of whether you have already been working on this teaching/rehearsal schedule, how long have you been teaching and how many people you have taught
- Information about the breakdown of the work plan including what repertoire or skills will be taught, and what percentage of time will be devoted to teaching new skills compared to the amount of time set aside for practicing and refining technique
- Explanation of how the participants will benefit from your regularly scheduled meetings if public performance is not the goal of the class.
- Description of what aspects of culture, heritage and tradition will be presented and reinforced through practicing the art form
- Explanation of how you decided to focus on this skill repertoire and this teacher
- Description of the key people involved in organizing the teaching or leading group participation, what they do, and how parents are involved if children will be taught
- Background information of the key people involved by answering the following questions: How did the master artists, teachers, rehearsal leaders become proficient in their skills and when did they begin learning the art form? Who were their master teachers? What is their past experience? How long have they taught, and what are their major accomplishments?
- Description of who are the students and why are they interested in participating in the lessons and activities include ages, why they are interested in this art form, and how proficiency in this art form will influence their lives and their community
- Description of what cultural aspects do the students and the master teachers share (Examples: ethnic background, rural lifestyle, occupational group, family heritage, other)

SUPPLEMENTAL MATERIALS

Financial Worksheet

Please fill out the **Project Budget** worksheet available as part of the online application.

Other Materials

- Upload a PDF copy of 501(c)(3) IRS Determination Letter (if applicable)
- Photocopy of valid Social Security Card (for successful applicants)

ADDITIONAL INFORMATION

- The master teacher is encouraged to provide samples of his/her own work. Video of the master working with students is also helpful. Folk Arts staff will contact applicants with specific instructions for submitting samples for review by the grant selection panel.
- Priority may be given to art forms with few practitioners.
- Projects are funded to reflect Utah's cultural diversity and to reach all regions of the state.
- Grantees must agree to an on-site visit by Folk Arts staff to document the progress of the project.

- Recipients are encouraged to design a public presentation featuring skills learned through the master classes or workshop and may be invited to perform at a public event produced by the Division of Arts and Museums.
- Payments are reported to the Internal Revenue Service as income and recipients are responsible for calculating the amount of money they owe in taxes.